Schedule Curriculum from My Curriculum

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This tool is available with Campus Learning Suite.

Tool Search: My Curriculum

From My Curriculum, you can schedule your curriculum into your sections in three different ways:

- Add **one** item to **one** destination section
- Add **multiple** items to **one** destination section
- Add **one** item to **multiple** destination sections

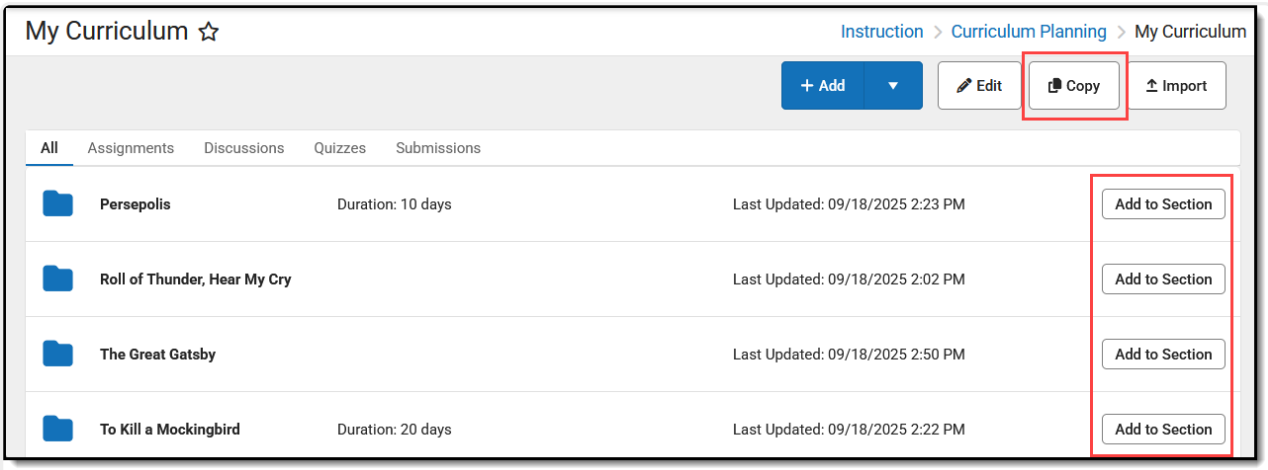
Both options with one destination section use a version of the curriculum copier, so they are explained together below

The **Enhanced Curriculum** tool right in Additional Access Rights > Instruction Tools grants access to advanced assignment options. See the Instruction Tool Rights article for more information.

Add One or Multiple Items to One Section

When copying from the My Curriculum list, the options described below open a version of the Curriculum Copier.

- Click **Copy** to add multiple items to a specific section. All items in your My Curriculum list display in the Source area.
- Click **Add to Section** next to an assignment, resource, or folder to a specific section. Only the specific item is shown in the Source area.



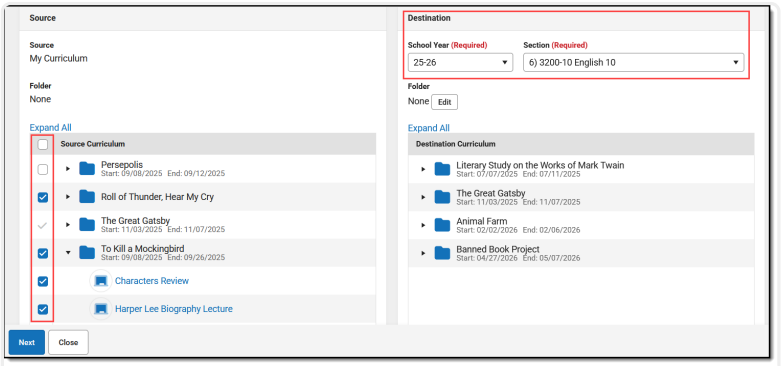
Add curriculum to a section using the Copy or Add to Section options.

Step 1: Select Items and Destination

When copying from My Curriculum, you don't need to select a Source section.

Select a **School Year** and **Section** for the *Destination* section. The Destination Curriculum list populates with existing curriculum in that section.

Mark the checkbox next to curriculum in the source section to copy to the destination. Click the arrow next to folders to view what's inside them. Items in the Source Curriculum list that are already in the destination section display with an uneditable checkmark.



Select a Destination Section and then mark curriculum to add. Click image to enlarge.

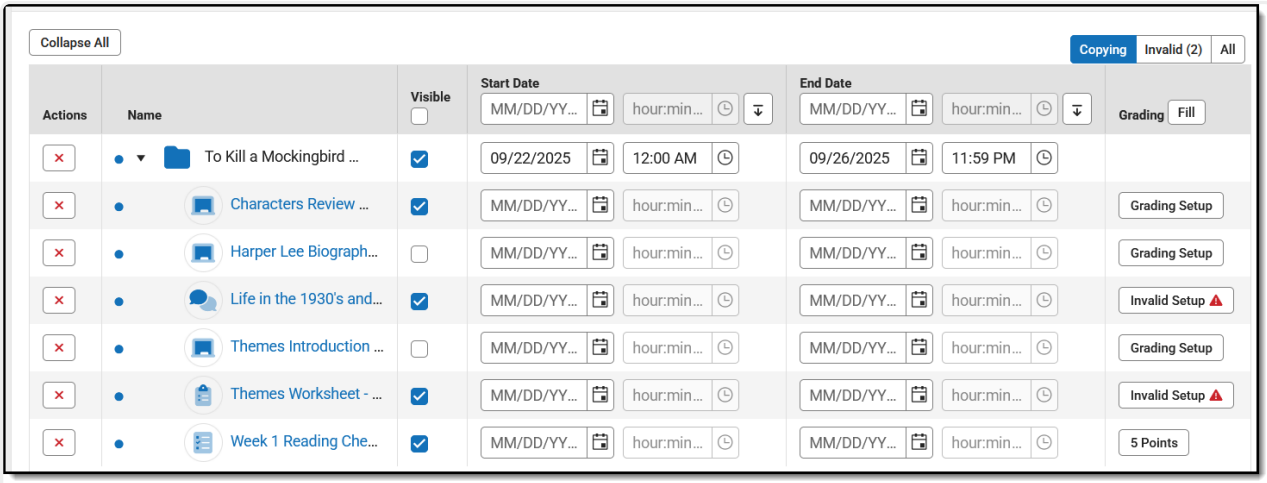
To add the selected curriculum to a specific folder in the destination section, click **Edit** under the destination section and select a **Folder**.

Click **Next** to proceed.

Step 2: Item Dates & Grading

Next, enter dates and grading setup for the selected items. If desired, you can skip this step and modify this information later.

Click the black arrow next to folders to expand.



In Step 2, enter Start and End Dates and modify Grading setup.

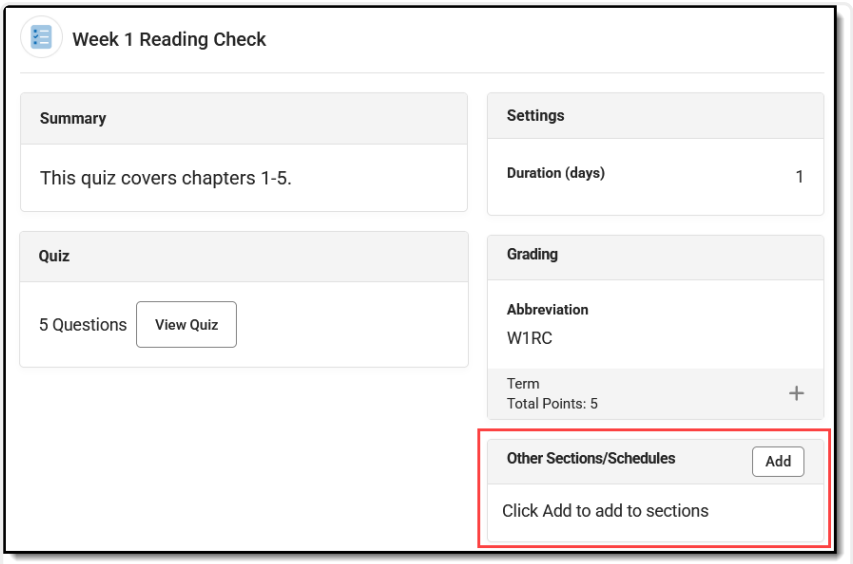
Click the red ✕ next to an item to remove it from the list. Click the name of an item to view a read-only version of it. To fill information for all items in the list, enter it in the header row of the table and click the fill down button.

- **Visible:** Indicate if the item should be Visible on Campus Student and Campus Parent using the checkbox.
- **Dates**: Enter **Start** and **End Dates** by clicking the date to type or select another day. Click the clock icons to set times for the assignment.
- **Grading**: Click the **Grading Setup** link to view the grading setup for the item.
    - If the category entered on the curriculum matches a category in the destination section, it is populated by default.
    - If the Task or Standard selected for the curriculum matches an alignment in the destination section, the existing grading setup is populated by default, as with the bottom assignment in the image above. If a valid alignment is not found, an **Invalid Setup** warning displays. Open the grading setup and select an alignment to continue.

Click **Save** when finished to add the curriculum to the destination section.

Add One Item to Multiple Sections

This option applies to assignments and resources, but not folders. Open the item and then click **Add** in the **Other Sections/Schedules** area.

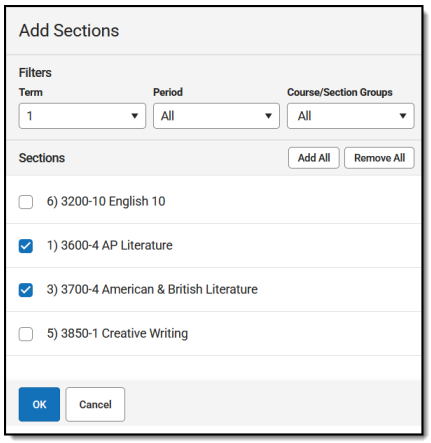


Click Add in the assignment to add it to Sections.

An Add Sections side panel opens with a list of your sections. Filter the list by Term, Period, and Course/Section Group.

Mark sections to add the assignment to them.

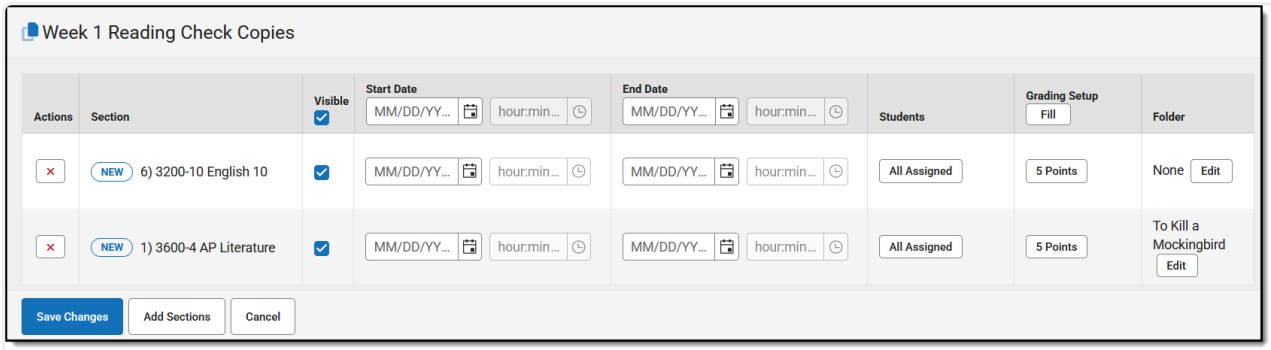
Click **OK** when finished.



Why can't I select some of my sections? Your district may have marked the *Course-Only Curriculum* checkbox for your course, which means that any assignment aligned to that course can only be aligned to other sections of the same course.

The Add Sections side panel closes and the list of sections is updated to include those you selected. In this list, edit whether the curriculum is **Visible** to parents and students, the **Start/End Dates**, which **Students** are assigned, the **Grading setup**, and the **Folder**. Click the red X next to a section from the list.

Click **Save Changes** when finished.



Modify curriculum data such as dates and grading.